

Message Text

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ORIGIN SS-30

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NEA-EX-MR. HUNT

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DESIRED DISTRIBUTION

S/S, NEA

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O 012046Z DEC 73

FM SECSTATE WASHDC

TO AMEMBASSY JIDDA IMMEDIATE

C O N F I D E N T I A L STATE 236139

EXDIS

E.O. 11652:GDS

TAGS: OVIP, KISSINGER, HENRY A.)

SUBJECT: SECVISIT - SECRETARIAT REQUIREMENTS

1. PERSONNEL: EXECUTIVE SECRETARIAT S/S) TEAM CONSISTING OF FSO ROBERT BLACKWILL AND SECRETARY MOIRA HALEY WILL SUPPORT SECRETARY'S VISIT TO JIDDA. THEY WILL ARRIVE DECEMBER 12 TO HELP COMPLETE ARRANGEMENTS. WILL SEND FLIGHT NUMBER AND ARRIVAL TIME WHEN KNOWN. SECOND S/S TEAM WILL ARRIVE ABOARD SECREARY'S PLANE. FSO SHOULD BE ASSIGNED TO S/S BEGINNING ADVANCE TEAM'S ARRIVAL AND SHOULD MEET S/S TEAM AT AIRPORT. ONE TOP SECRET CLEARED SECRETARY SHOULD BE AVAILABLE TO S/S ON ARRIVAL OF ADVANCE TEAM, AND BE AVAILABLE ON TWENTY-FOUR HOUR BASIS. A COMPLETE CABLE FILE OF ALL TRIP TRAFFIC THE POST HAS RECEIVED SHOULD BE AVAILABLE TO S/S ON ARRIVAL.

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2. SCHEDULING: AS ARRANGEMENTS FOR THE VISIT TAKE SHAPE, THE POST SHOULD PREPARE A MINUTE-BY-MINUTE, DETAILED SCENARIO FOR THE SECRETARY'S ACTIVITIES. THE INITIAL VERSION OF THIS SCENARIO SHOULD BE SENT BY IMMEDIATE

CABLE TO THE DEPARTMENT, SLUGGED "FOR S/S", ON OR BEFORE DECEMBER 5. THE SCENARIO SHOULD THEN BE UPDATED BY CABLE AS CHANGES BECOME NECESSARY.

A. THE POST SHOULD SEND BY CABLE GUEST LISTS FOR ALL SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON PARTY'S ARRIVAL, PLEASE HAVE AVAILABLE SEATING ARRANGEMENTS FOR ALL MEALS EXCEPT PRIVATE ONES.

B. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE SAUDI OFFICIALS.

3. ADMINISTRATIVE ARRANGEMENTS:

A. AUTOMOBILE AND CHAUFFEUR MUST BE AVAILABLE FOR S/S USE ON A 24-HOUR BASIS.

B. S/S OFFICES: A SEPARATE CABLE WILL PROVIDE INFORMATION ON TOTAL OFFICE SPACE NEEDS OF SECRETARY'S PARTY. S/S WILL NEED AN OFFICE IN THE CHANCERY AS WELL AS ONE WITH SECRETARY'S IMMEDIATE PARTY, DEPENDING ON WHERE HE IS TO STAY. THE SEPTTEL WILL PROVIDE INFORMATION ON FURNISHING OF THE OFFICE WITH SECRETARY'S IMMEDIATE PARTY. BOTH OFFICES SHOULD BE WELL LIGHTED. THE CHANCERY OFFICE SHOULD BE NEAR THE COMMUNICATIONS UNIT AND WILL NOT HAVE TO BE GUARDED. IT SHOULD INCLUDE THE FOLLOWING:

C. S/S OFFICE IN CHANCERY:

(1) TWO DESKS FOR OFFICERS AND A TYPING TABLE FOR SECRETARY.

(2) NORMAL OFFICE SUPPLIES AND FORMS

(3) CONFERENCE-TYPE TABLE

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(4) SAFE FOR STORAGE OF CLASSIFIED DOCUMENTS

(5) TWO COPIES EMBASSY PHONE BOOK, THE POST REPORT, ONE DIPLOMATIC LIST AND ANY OTHER USEFUL PAMPHLETS OR INFORMATION.

(6) TWO ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC.

(7) TELEPHONES - ONE FOR EACH DESK

D. AT S/S OFFICE IN HOTEL 24-HOUR OPEN STORAGE FOR CLASSIFIED MATERIAL WILL BE REQUIRED. ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR GUARD COVERAGE. ONLY PERSONS

AUTHORIZED BY S/S WILL HAVE ACCESS TO S/S AREA.

E. MISSION SHOULD HAVE AVAILABLE AT ALL TIMES TWO TOP SECRET CLEARED COURIERS TO CARRY TRAFFIC BETWEEN MISSION

AND SECRETARY'S PARTY. PLEASE ASSURE THAT THEY HAVE THEIR OWN VEHICLES.

4. COMMUNICATIONS:

A. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED KISSINGER AND MUST BE CLEARED BY S/S-S. LATERAL CABLES WILL BE SLUGGED "FOR SECRETARY'S PARTY" OR "FOR (NAME)" AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/ SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. CONFIDENTIAL

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S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND THE SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMM CENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE REPRODUCED ON 8X10-1/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

1) TOSEC/SECTO-NODIS 10 AND EXDIS 15 COPIES TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING.

2. TOSEC/SECTO-LIMDIS, ALL OTHER TOSEC/SECTO CABLES, AND

CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO S/S ONLY.
S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUT-
GOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST
IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES).

F. SPECIAL SUMMARIES.

INSTRUCTIONS ON THE HANDLING OF TWICE DAILY SPECIAL
SUMMARIES FOR THE SECRETARY WILL BE SENT SEPTTEL.

5. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR
TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE
FOLLOWING).

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON
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24-HOUR BASIS. TEN COPIES OF EACH SUBSTANTIVE ITEM SHOULD
BE DELIVERED TO S/S BY 0500 EACH MORNING AND AT TWO
HOUR INTERVALS THEREAFTER UNTIL 2400.

C. FIVE COPIES OF USIS WIRELESS FILE SHOULD BE DELIVERED
DAILY TO S/S BY 0600.

D. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS PHOTO
ON SECRETARY SHOULD BE POUCHED DEPT. TO ATTN OF S/S-S
AFTER DEPARTURE OF PARTY.

6. MANY THANKS FOR YOUR ASSISTANCE. WE REALIZE THAT
YOU HAVE HAD TO SHOULDER A HEAVY BURDEN IN RECENT MONTHS
AND APPRECIATE THE HELP YOU HAVE GIVEN. WE LOOK FORWARD
TO WORKING WITH YOU AGAIN. PORTER

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